



Computer Learning Center Summer 2004 Classes

Free Labs and Groups for CLC Students

- **Users Group** – Every Monday, 9:30 – 11:00 am. Q&A Discussions and presentations. Everyone welcome.
- **Special Interest Groups:**
 - **Digital Cameras** – **Third Monday, 12:30 – 2:00 pm.** Learn more about digital cameras. [Not the third Tuesday as earlier posted]
 - **Investment**– Last Friday, 10:00–11:30 am
- **Supervised Lab** – PCs: every Wednesday, 12:30-2:00 pm. All current and former students welcome to drop in for assistance. iMAC: by appointment only.

Summer 2004 Class Schedule—PC and iMAC Classes

Date(s)	Day(s)	Time	ACC Member	Non Member
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PC Core Classes

Beginning (six sessions) – primary skills: intro to windows and the mouse with focus on email and the internet: includes text formatting, files and folders, email composition, attachments, address book, internet navigation, and more.

Jul 12, 14, 19, 21, 26, 28 (98-08)	MW	2:30-4p	\$40	\$55
Aug 3, 5, 10, 12, 17, 19 (98-09)	TTh	10-11:30a	\$40	\$55
Sep 13,15,20,22,27,29 (2088-06)	MW	2:30-4p	\$40	\$55

***Files and Folders (one session)** – Organize and manage your data. A must for all users.

Jul 27 (98-63)	T	12:30-2p	\$6	\$10
Sep 22 (2088-63)	W	10-11:30a	\$6	\$10

***More Windows (two sessions)** – Add'l skills: Control windows settings, desktop, control panel and more

Aug 3, 5 (98-56)	TTh	12:30-2p	\$12	\$20
Sep 14, 16 (2088-54)	TTh	10-11:30a	\$12	\$20

***MS Word I (four sessions)** – Primary skills: create, format, and edit text and documents

Aug 10, 12, 17, 19 (98-32)	TTh	12:30-2p	\$24	\$40
Sep 21, 23, 28, 30 (2088-31)	TTh	12:30-2p	\$24	\$40

Outlook Express Email (one session) – Learn basic email techniques that will apply to other email programs as well.

Sep 23 (2088-79)	Th	10-11:30a	\$6	\$10
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***Printing Essentials (one session)** – Setup and test page, multiple printers, maintenance, ink cartridges, color, more...

Jul 29 (98-83)	Th	12:30-2p	\$6	\$10
Sep 21 (2088-82)	T	10-11:30a	\$6	\$10

***Webmail and Internet Explorer (two sessions)** – More than the basics. Improve your technique

Jul 27, 29 (98-58)	TTh	10-11:30a	\$12	\$20
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PC Specialty Classes

***Desktop Maintenance (three sessions)** – I-hardware tips, II-software tips, III-security

Aug 2, 9, 16 (98-73)	M	2:30-4p	\$18	\$30
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Digital Camera (one session) – Understanding your camera settings, getting photos into your computer

Aug 4 (98-52)	W	2:30-4p	\$6	\$10
Sep 30 (2088-51)	Th	10-11:30a	\$6	\$10

Date(s) (Account Number)	Day(s)	Time	ACC Member	Non Member
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***Editing Your Digital Photos (one session)** – Basic issues and techniques, discussion of software options

Aug 11 (98-69)	W	2:30-4p	\$6	\$10
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***Fun, useful, and free websites (one session)** – Explore sites for travel, shopping, how-to, fun and games, medical research, and more

Sep 14 (2088-75)	T	12:30-2p	\$6	\$10
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Greeting & Calling Cards (one session) – Formatting issues, graphics, paper, color, printing.

Sep 28 (2088-46)	T	10-11:30a	\$6	\$10
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***HTML Introduction (one session)** – Learn the building blocks for web pages

Jul 22 (98-86)	Th	10-11:30p	\$6	\$10
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***HTML:Creating a Web Page** – Two 2-hour sessions. Create a basic web page. Requires text editing and computer skills. Limited to six serious students.

To Be Arranged			\$16	\$28
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***Labels and Stationery (one session)** – Setup, options, formatting and printing.

Sep 15 (2088-42)	W	10-11:30a	\$6	\$10
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Money Management (three sessions) – Internet banking, social security, treasury direct and more

Aug 5, 12, 19 (98-36)	Th	2:30-4p	\$18	\$30
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Scanning (one session) – Getting photos and documents into your computer. Demonstration. Bring a photo.

Sep 29 (2088-70)	W	10-11:30a	\$6	\$10
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***Spreadsheets (three sessions)** – Using Excel for database bookkeeping

Aug 4, 11, 18 (98-39)	W	10-11:30a	\$18	\$30
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iMAC Classes

Beginning (four sessions) – Primary skills, word processing, email, internet

Jul 13, 15, 20, 22 (99-06)	TTh	12:30-2p	\$35	\$45
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Aug 3, 6, 10, 13	T/F	2:30-4p	\$35	\$45
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Intermediate (four sessions) – more in depth word processing, menu, formatting and tool bars

Aug 27, Sep 10, 17, 24	F	12:30-2p	\$35	\$45
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